

Date: 14 June 78

MEMORANDUM FOR: EA/PERS

SUBJECT :

SUMMARY OF AGENCY EMPLOYMENT

George E. Joannides

1. It has been brought to the attention of the Central Cover Staff that the above-named individual ~~is~~ leaving the Agency in January 1979.

2. In order that a determination may be made as to how the individual's retirement annuity and insurance is to be handled, it is requested that a Summary of Agency Employment or a statement of Agency experience be prepared. This should be a statement of duties which would be used outside the Agency for a prospective employer or for other purposes. It should not describe classified aspects of internal duties which were performed. This statement is required even if further employment is not planned, and applies to resignees as well as retirees.

3. In order to insure proper processing of this case, this statement should be forwarded to CCS by the earliest date possible.

for

Gillian Seane

CHIEF
COVER SUPPORT BRANCH
CENTRAL COVER STAFFFORM 3673 USE PREVIOUS
2-77 EDITIONS

CONFIDENTIAL

(4)

E-2, IMPDET CL. BY: 063851